

ATTACHMENT A

TO: PAST PERFORMANCE REFERENCE

FROM: U.S. Department of Veterans Affairs
Network Contracting Office 19
4100 E. Mississippi Ave., Suite 900
Glendale, Colorado 80246-3055

SUBJECT: REQUEST FOR CURRENT/PAST PERFORMANCE INFORMATION
INFORMATION ARC FLASH STUDIES
SOLICITATION #VA259-14-Q-0627

1. One of the integral considerations in proposal evaluations is the verification of the offeror's past and present performance on contracts which reflect the offeror's ability to perform on the proposed effort Arc Flash Study. We depend on information received from agencies such as yours, which have had firsthand experience with the offeror, and for the evaluation of their performance.
2. Our areas of interest in the offeror are summarized in the enclosed questionnaire. You are urged to submit your comments on the similar contracts your entity has has/had with the offeror. Any additional information that you think may benefit the Government in our evaluation of the offeror's proposal is appreciated. Please note, we may contact the offeror on problem areas or concerns identified, to determine whether corrective actions have been taken or are in process. The offeror is required by our solicitation to provide points of contact for each reference provided to the Government. The name of the individual completing the questionnaire will not be disclosed to the offeror.
3. **Due to time constraints it is imperative that the questionnaire be completed and returned no later than Aug 25, 2014 to Aldo Fred Girany, Contract Specialist, via email at aldo.girany@va.gov. If you are unable to scan and email the document, please fax to ATTN: Aldo Fred Girany at 307-635-1928. Please submit your completed questionnaire with a fax cover sheet and clearly marked "Source Selection Sensitive/For Official Use Only. Please: Do not send this back to the evaluated contractor send it to the above mentioned individual.**
4. If additional information is required, please contact Fred Girany at (307) 433-3761.

Your time and effort is greatly appreciated.

//signed//

Aldo Fred Girany
Contracting Officer

ATTACHMENT: Questionnaire

When completing the Questionnaire, please use the following definitions as a guide:

Exceptional (E)

Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the services being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Very Good (VG)

Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the services being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Satisfactory (S)

Performance meets contractual requirements. The contractual performance of the services contains some minor problems for which corrective actions taken by the contractor appear satisfactory

Marginal (M)

Performance does not meet some contractual requirements. The contractual performance of the services being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

Unsatisfactory (U)

Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the services contains serious problem(s) for which the contractor's corrective actions do not appear to be effective.

Unknown (N/A)

Does not apply to your contract, or you did not observe performance in this area.

Please respond to the items regarding this contractor's past performance by checking the appropriate box. For all ratings, please provide a narrative explaining how the contractor either exceeded, or failed to meet, your requirements. If the contractor had problems in a specific area, but you determined it did not have a significant impact on the overall project, please state this in your narrative remarks.

PAST PERFORMANCE QUESTIONNAIRE
Solicitation No. VA259-14-Q-0627

COMPANY NAME OF OFFEROR (CONTRACTOR):

CONTRACT INFORMATION: Complete the following information on the Offeror that is currently providing services for your agency/company, or that has provided services within the past 3 years.

a. Offeror's POC:

Name: _____ Address _____
Title: _____
Phone: _____
Email: _____

b. Contract Number: _____

c. Project/Program/Contract Title: _____

d. Contract Type:

_____Firm Fixed Price
_____Fixed Price Incentive
_____Cost Plus Award Fee
_____Cost Plus Incentive Fee
_____Other: _____

e. Place of Performance: _____

f. Period of Performance: _____

g. Total Contract Dollar Value (as of this date): _____

h. Total Number of Contractor Personnel (as of this date): _____

i. Brief Description of Contracted Service(s):

- a. Rate the contractor's organizational support structure and their ability to provide an adequate span of control and supervision.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

- b. Rate the contractor's ability to provide experienced managers and supervisors, with the technical administrative abilities need to meet contract requirements.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

- c. Rate the contractor's demonstrated ability to replace personnel, if necessary, without project delays or disruption to your operations.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

- d. Rate the contractor in terms of numbers and quality of personnel, their ability to perform Arc Flash Studies, and contractor's ability to recruit and retain qualified personnel.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

- e. Rate the contractor's ability to identify problems as they occurred, suggest approaches to the identified problems, and the initiative displayed to solve such problems.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

- f. Rate the contractor's effective execution of the Performance Work Statement or required services.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

- g. Rate the contractor's responsiveness to contract changes and to technical direction.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

h. Rate the contractor's ability to provide responsiveness to provide services by the required deadlines and submit deliverables.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

i. Based on your judgment of the contractor's performance, would you award the contractor another Government contract?

☐ Yes (please explain)
☐ No (please explain)

Narrative: _____

j. What were the contractor's strong points, if any, and what did you like best about their performance?

Narrative: _____

k. What was the contractor's weak points, if any, and what did you like least about their performance?

Narrative: _____

l. Please rate overall customer satisfaction with the contractor's performance.

☐ E ☐ VG ☐ S ☐ M ☐ U ☐ N/A

Narrative: _____

The following information will help us track the responses received, as well as resolve whatever differences may arise between your perception of the contractor's performance and the contractor's perception of their performance. NOTE: The Federal Acquisition Regulation (FAR) requires that the offeror be given an opportunity to respond to adverse past performance information.

- a. Evaluator's Name & Title:
- b. Description of your role/responsibilities in this contract:
- c. Telephone:
- d. Agency/Company Name and Address:
- f. Length of involvement in the contract:
- g. Date of questionnaire completion: